

MANAGEMENT NOTICE

To: All Mission Staff **Date:** 02/09/09
From: Tom Ray, Supervisory Executive Officer **No:** 004/09
Subject: **Vacancy Announcement – Assistant General Services Supervisor for Real Property**

USAID/Mozambique is recruiting for an Assistant General Services Supervisor for Real Property within the Office of Administrative Management, Maintenance Section.

This is a local hire US/TCN PSC position and is being advertised within the Mission and outside through the “Notícias” newspaper and is open to all employees who meet the stated qualifications. The scope of work of this position equates to GS 9 grade level. The employee will work 40 hours per week and will work under the general supervision of the Deputy Executive Officer.

Basic Function of Position:

The incumbent will provide overall supervision to the Maintenance Section staff and will manage the residential lease portfolio. He/she will monitor maintenance work order requests; coordinate preventive maintenance; conduct quality control checks; prepare and maintain records of work performed and will determine appropriate levels of maintenance supplies/equipment. In the leasing area, he/she will work with local real estate agents to locate residential lease properties; negotiate price/terms; prepare lease agreements; inspect the leased properties and will maintain a residential database. In addition, the incumbent will develop specifications for service contracts and will monitor and evaluate these activities.

Required Qualifications:

The employee must have the following qualifications:

Education: A university in business administration, an engineering science, or related subject. Five years of work related experience in administration, building construction, or home remodeling in excess of the minimum requirements specified below may be substituted for a University degree.

Experience: Minimum of five years work experience related to maintenance and repair programs and to the operation and maintenance of utilities equipment. At least three years must have been in a supervisory capacity.

Language: Good working knowledge (speaking/reading/writing) of English and fluency in Portuguese (speaking/reading/writing).

Knowledge: General knowledge of the trades supervised sufficient to advise, assist craftsmen, train, inspect and verify that work meets normal standards. Knowledge and understanding of recordkeeping to document all labor and part costs for maintenance work performed.

Skill and Abilities: Ability to set priorities and to schedule workers for regular activities as well as emergency situations. The incumbent must have strong supervisory, interpersonal, problem-solving skills and good management and analytical skills. Proficiency in the use of computer applications, including Word, Excel, e-mail and Internet.

Selection Process:

Each candidate will be rated based on his/her qualifications for this position as evidenced by the education, experience and training that he/she reports relative to this position and which shows that he/she possesses the knowledge, skills and abilities required. Closing date for applications is **February 23, 2009**. Interested candidates should forward a cover letter with CV in English to: USAID, Office of Administrative Management, Human Resources Specialist or by e-mail: mz_recruiter304@usaid.gov by **February 23, 2009**. Only candidates selected for interviews will be informed in writing of the Selection Committee's final decision.

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